



**State of Vermont
Department of Human Resources**

**TIPS FOR COMPLETING THE ONLINE JOB APPLICATION
External Applicants**

HELPFUL TIPS BEFORE YOU BEGIN

You need an e-mail account for the online application; make sure you sign up for one if you do not already have one before you begin the online application process. It is important to have your education and employment history organized and at hand prior to beginning the online application.

We recommend that you use Internet Explorer as your browser as this is most compatible with our online application software. To protect the security of your data, the system will log you out after 120 minutes of inactivity. If you use another browser, it may log you out sooner.

You must allow “popups” on your toolbars (including the Google toolbar) when using the online job application. Do not use your browser’s “Back”, “Forward” or “Refresh” buttons when using this website. This may cause unwarranted results including losing saved information. Instead use the navigation buttons within the site.

Our Help Desk is available Monday through Friday, between 7:45 a.m. and 4:30 p.m. to assist you if you have any difficulty with the online application process. The Help Desk phone number is 802-828-0407.

CREATING YOUR ONLINE APPLICATION

To locate the online job application, log into the Department of Human Resources Job Application Center at www.vtstatejobs.info. We recommend you create your application before you apply for a specific job.

Click the ***View Job Postings and Apply Online*** link on the left hand column of the web page and you will be taken to the Job Applicant Center page. Click **No** that you are not a State employee and you will be taken to the Applicant Home page where you may view job postings or create an application.

Click on the ***Create/Update Application*** link to create your online job application. First time applicants will then click on the ***Are you a new applicant? Click here to register*** link. This page will prompt you to enter your email address, and to create and confirm your password. Your password should be at least six characters with at least one numerical value. Click on the ***Register*** link.

You will be asked to complete 11 pages as part of the online application process. Whether you are eligible for positions that you apply for is based upon the information that you provide in these pages, particularly the Prior Employment History and Education pages. **Submission of a**

resume attachment only will not substitute for completion of the online application pages and you may not be considered for jobs as a result.

The system does not allow you to save data on every page – you must get to the final screen and click on **Submit** for the application to be saved. We recommend the first time you submit an application, that you enter the required information (name, address, education, etc.) and then submit the application. Once the application is saved, you may go back in and edit your application with details of your work history, etc. This will ensure that you do not lose work due to timing out issues.

When you have finished entering your information you must click on the **Submit** button for the application to be saved. You will receive an email confirmation informing you that your application has been successfully submitted.

VIEWING AND APPLYING FOR SPECIFIC JOB POSTINGS

Now you are ready to apply for a specific job. Click on the **View Job Postings/Apply for Job** link.

Click on the **Search** button at the top of the page which will bring up the entire list of open jobs. Scroll down to view the job postings. You may sort the Job Posting List by agency, posting date, etc., by clicking on one of the underlined headings (agency, posting date, etc.).

To apply for a position you must first add the position to your job basket by clicking on the box to the right of the job posting. After you select the position you want to apply for you must click on the **Apply for Jobs in Basket** link near the bottom of the screen.

Your stored online application will load. Review the information by scrolling through the pages and edit any of your information as necessary. If no information has changed, click the **Next** button until you reach page eight which is the **Questionnaire**. You must truthfully answer these questions. If you do not answer the questions, you will not be considered for the job.

You may attach one document to your application. We suggest that you combine your cover letter and resume into one Microsoft Word or PDF document. NOTE: Word Perfect is not compatible with our system. If you choose to attach a resume/cover letter file, you must do this every time you apply for a position or update your online application. This file will only go to the specific job you apply for, and in that case, you should only apply for one job per day. If you paste a resume within your application, you do not have to do this every time you apply as it will be saved as part of your application and go to every job you apply for until you overwrite or delete it.

The final step after you answer the **Questionnaire** is to go to the last page of the application and then click the **Submit** button. ***You will not have actually applied for any jobs until you hit the Submit button.***

Once again, we encourage you to contact the **Help Desk at 802-828-0407** if you need assistance during the online application process.